

APPLICATION AND SUBMISSION INFORMATION

Award Period: 12-18 months

Anticipated Total Program Funding: \$250,000, pending availability of funds

Anticipated Number of Awards: One

The Public Affairs Section, U.S. Embassy Riyadh reserves the right to award less or more than the amount above in the absence of suitable applications or under such other circumstances as PAS may deem to be in the best interest of the U.S. Government.

Application Submission Process: Applicants must submit proposal papers electronically via grants.gov.

For assistance with the requirements of this solicitation, contact Robert Greenan, Cultural Affairs Officer, U.S. Embassy Riyadh at:

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Phone: +966-1-488-3800 ext. 4627

Application Deadline: All applications must be submitted on or before August 30, 2013, 11:59 p.m. Eastern Daylight Time. Applications submitted after 11:59 p.m. will be ineligible for consideration. **Begin the application process early**, as this will allow time to address any technical difficulties that may arise in advance of the deadline. There will be no exceptions to this application deadline.

Application Content: Applicants must follow the RFP instructions and conditions contained herein and supply all information required. **Failure to furnish all information or comply with stated requirements will result in disqualification from the competition.** Applicants must set forth full, accurate, and complete information as required by this RFP. The penalty for making false statements in proposals to the USG is prescribed in 18 U.S.C.1001.

Each application submitted under this announcement will be evaluated and rated on the basis of the following evaluation criteria. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

Applicants must submit a full project description in accordance with the following instructions and the specified evaluation criteria. The instructions give a broad overview of what the project description should include while the evaluation criteria provide details of more program-specific information that is needed.

Cover Sheet: Provide a summary of the project description (no more than one page) with reference to the amount and duration of the funding request.

Narrative/Agenda: Outline a draft agenda and plan of action which describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors which might accelerate or decelerate the work and state reasons for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement. Include concrete suggestions/contacts for internship placements and ideas for trainers.

Provide quantitative projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates. List those organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

The concept papers may not exceed eight double-spaced pages in 12-point, Times New Roman font with 1-inch margins. This requirement excludes the allowable appendices, which are identified in Section 4 below. The proposal must consist of the following:

Section 1 - Application for Federal Assistance (SF-424):

This form can be found on-line at: <http://www.whitehouse.gov/omb/grants/forms.html>.

Section 2 – Draft Agenda/Implementation Plan:

The proposed activities should be described in sufficient detail to show how objectives and goals will be met. This section should also include a detailed monitoring plan that describes how success will be measured via performance indicators and provide milestones to indicate progress toward RFP-stipulated goals.

Section 3 - Organizational Capability: Applications must include a clear description of the applicant's management structure, and experience and background in the country/region as these relate to the proposed activities. Besides information about the organization as a whole, this section must also identify the proposed management structure and staffing plan for the proposed project. The organization should show that it has expertise in one or more of the goals and demonstrate the ability to perform the proposed activities. Where partners are described, please describe each partner's respective role and provide CVs for persons responsible for the project and financial administration. Each key person responsible for the proposed project and its financial administration should be listed.

Section 4 - Appendices: The concept paper submission must include two appendices, with a third, optional appendix to be submitted at the discretion of the applicant. The appendices listed below may be included as part of the application:

- (a) **Budget (Required)** – the budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories: personnel; fringe benefits; travel; per diem/housing allowances; equipment; supplies; consultants/contracts; other direct costs; and indirect costs.

- (b) **Resume (Required)** – resumes, not to exceed one-page in length, must be included for the proposed key staff people, such as the Project Director. If an individual for these types of positions has not been identified, the applicant may submit a one-page position description, identifying the qualifications and skills required for that position, in lieu of a resume.

V. SUBMITTING AN APPLICATION

Applicants must submit their application electronically using Grants.gov, which requires registration by the applying organization. Sections B.1 below outlines system requirements and provides instructions for how to register.

It is important to understand that the application process is not complete until the applicant receives notification that their application has been validated and forwarded to the granting agency (U.S. Department of State). Please allow sufficient time for entering the application into the system. Please note that it is the responsibility of the applicant to monitor their application to ensure that it is successfully received and validated.

B.1 Grants.gov: Grants.gov is a single portal for applicants to find and apply to U.S. Government funding opportunities. To apply using this option, applicants must have a DUNS number and be registered with the System for Award Management (SAM). Instructions for meeting these two requirements can be found above in Part III under “III. ELIGIBILITY REQUIREMENTS.” The registration process for this site is a five-step process: 1) obtain a DUNS number; 2) register with System for Award Management; 3) create a profile, including username and password; 4) obtain Authorized Organization Representative (AOR) authorization; and 5) track AOR status. The registration process can take 7-10 business days or longer, even if all the registration steps are completed in a timely manner. To register, go to www.grants.gov and click on “Get Registered.”

VI. AWARD SELECTION CRITERIA

Evaluation Criteria: Applicants should note that the following criteria (1) serve as a standard against which all proposals will be evaluated, and (2) serve to identify the significant matters that should be addressed in all proposals. The USG will award grants to the applicant whose offers represent the best value to the USG on the basis of technical merit and cost.

Each application will be evaluated by a peer review committee of Department of State and U.S. Embassy Riyadh and other experts, as deemed appropriate. The evaluation criteria have been tailored to the requirements of this RFP.

- **Project Goals/Implementation Plan (70 points):** Applicants should describe what they propose to do and how they will do it. The proposed activities must directly relate to meeting the goals and objectives, and applicants should include information on how they will measure activities’ effectiveness and provide milestones to indicate progress toward RFP-stipulated goals. The review panel will be viewing the implementation plan in terms of how well it addresses the goals and objectives, feasibility of the proposed activities and their timeline for completion, and the extent to which the impact of the project will continue beyond the conclusion of the funding period.

- **Organizational Capability (20 points):** Proposals should demonstrate the ability to develop and implement youth exchanges. Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the stated goals and objectives.
- **Appendices (10 points):**
 - **Budget:** Costs shall be evaluated for realism, control practices, and efficiency. PAS must determine that the costs paid for this award are reasonable, allowable, and allocable to the proposed project activities. This will consist of a review of the budget to determine if the overall costs are realistic for the work to be performed, if the costs reflect the applicant's understanding of the allowable cost principles established by OMB Circular A-122, and if the costs are consistent with the program narrative.
 - **Resume:** The review panel will consider the appropriateness of the selected project director; in view of the role and responsibility that person will play in guiding the project through implementation to completion. Position descriptions submitted in lieu of the resume will be reviewed for the appropriateness of the qualifications and skills identified.

VII. AWARD ADMINISTRATION INFORMATION

Award Notices: The cooperative agreement shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the Recipient through either mail or facsimile transmission. Organizations whose applications will not be funded will also be notified in writing.

Anticipated Time to Award: Applicants should expect to be notified of the recommended proposal within 30 days after the submission deadline. U.S. Embassy staff will provide information at the point of notification, which may include revisions to the activities.

Issuance of this RFP does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. Further, the Government reserves the right to reject any or all proposals received.

VIII. DISCLAIMER

If a proposal is selected for funding, the Public Affairs Section, U.S. Embassy Riyadh has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Public Affairs Section.